QRTP Addendum

The QRTP Addendum page captures data as required by the Family First Prevention Services Act (FFPSA) for a child's placement in a certified Qualified Residential Treatment Program (QRTP).

Note: To create a QRTP Addendum, an assignment to the case is needed.

1. From your desktop, select the Cases tab. Click the Create case work hyperlink ✏️ **Create case work** or select Create Case Work from the Actions drop-down next to the specific case to open the Create Case Work page.

2. On the Create Case Work page, select QRTP Addendum from the Case/Perm Plan drop-down. Select the appropriate participant and click the Create button.

Note: If there is an existing QRTP Addendum for the child and case, the QRTP Addendum Copy page will display. Select the QRTP Addendum you wish to copy and click the Create button to copy it.

Select	Provider Name	QRTP Addendum Date	Placement Begin Date	Placement End Date	QRTP Addendum Status
○	ABC Group Home (8086433)	09/19/2021	09/05/2021		Approved
⦿	ABC Group Home (8099709)	09/17/2021	09/04/2021		Pending

3. On the QRTP Addendum page, select the [Search](#) hyperlink next to Placement Provider to search out the provider. To edit information on this page, the provider must first be selected.

4. On the Provider Search page, enter the Provider Name or Provider ID and click the Search button. Select the appropriate radio button for the provider in the Providers Returned section and click Continue.

5. In the Basic section, enter the QRTP Addendum Date and Placement Recommended By. If the child is not placed in a setting certified as a QRTP, enter the Placement Start Date as a projected date.

6. In the Parent Info section, you will see the child's mother and father. To add either of them, click on the Child Name hyperlink at the top of the page and update the Parent Info tab of the child's Person Management page. If any of the information in the Mother or Father section needs updating, click on the associated Mother or Father hyperlink to open the Mother's or Father's Person Management page. Click on the Modify hyperlink for the mother or father to add the mother's or father's attorney on the Collaterals tab of the Maintain Case page.

   Note: The Display checkbox is automatically selected. If you deselect the checkbox then the address information does not display on the Permanency Plan template.

   Note: If the child has a Legal Guardian(s) or Indian Custodian(s) documented on the Parent Info tab of her Person Management page, the Legal Guardians and/or Indian Custodians sections will appear.

7. To update any of the Collaterals, click on the associated Modify hyperlink in the Collaterals section. This will open the Collaterals tab on the Maintain Case page. For any other type of collateral besides what is listed in the Collaterals section, enter information in the Other box.

8. The Family Permanency Team section displays the individuals identified as part of the Family Permanency Team and questions related to the team. Select the appropriate answers for each of the questions and provide a description in the required narrative field. To update the list of individuals on the Family Permanency Team, select the Relative/Non-Relative Search hyperlink.

9. On the Relative/Non-Relative Search Summary Search page, the identified individuals are listed and those with a Yes in the Family Permanency Team Member column appear on the Family Permanency Team section of the QRTP Addendum. Select the Insert button to add a new individual or select the Edit hyperlink to open the Relative/Non-Relative Search page for the specific individual to update their information. See the associated Relative/Non-Relative Search User Guide.

Relative/Non-Relative Search Summary Search　　　　　　　　　　Resource 🗔　Print 🖨　Help ❓

Basic

Child Name: Badger, Bucky, Sr. (9639222)　　　　　　　　　　　　　　　Details

Relative Search

Relative/Non-Relative Contact Information	Most Recent Notification Sent	Placement Considered	Description of why placement was not available, appropriate or safe	Wants to be considered as a permanent resource?	Family Permanency Team Member		
Badger, Barbara paternal grandparent 321 N Park Ave Madison, WI 53701		No	Grandmother is not a placement option as she has health concerns.	No	No	Edit	Delete
Badger, Benny first maternal cousin 123 Camp Randall Avenue Madison, WI 53701		No	Cousin is a minor.	No	Yes	Edit	Delete
Badger, William paternal uncle 987 E Water St Eugene, OR	05/01/2019	No	Uncle is not a placement option at this time as he resides out-of-state in Oregon.	No	No	Edit	Delete

Insert

Options: [　　　　　　　▾]　Go

Save　Close

10. Select an answer for the question in the Preferred Placement of Family Permanency Team section and enter a description in the narrative field if applicable.

11. The Child's Level of Need section displays the most recently approved CANS. You can create a CANS from the Create CANS hyperlink if it does not exist. See the associated CANS User Guide to create a CANS.

12. Select the applicable answers for the questions in the QRTP Out-of-Home Placement section and provide descriptions in the associated narrative fields. Click the Save button.

13. Select QRTP Addendum from the Options drop-down to open the QRTP Addendum template.

14. The QRTP Addendum template provides options to Save, Print, and Close the page.

Permanency Plan Addendum for Placement in a Setting Certified as a Qualified Residential Treatment Program (QRTP)

Court File Number		Branch Number	Name - Judge	
15JV34		4	Bennett Brantmeier	

Name - Child (Last, First Middle)			Birth Date - Child
Badger, Bucky			06/16/2004

Placement/Proposed Placement Provider Name			Level of Care (LOC)
ABC Group Home			Group Home - QRTP

Date - Form Filled Out		Placement Start Date	Placement Recommended By
09/17/2021		09/04/2021	Caitlin Cake

PARENT 1	PARENT 2
Miller, Sally 123 E Main Street Madison, WI 53704 (987) 654-3210	Badger, Bucky, Sr. 555 Camp Randall Avenue Madison, WI 53701
Attorney:	Attorney:

15. Once the QRTP Addendum is complete and ready to be approved, select Approval from the Options drop-down and click Go.

16. On the Approval History page, select the Approve radio button and click Continue.

17. On the QRTP Addendum page, click Save.

Note: A pending or approved QRTP Addendum that is linked to the Permanency Plan for the child with a QRTP placement will display on the QRTP tab of the Permanency Plan page.

18. On your desktop, the QRTP Addendum can be viewed and accessed under Case/Permanency.

Note: If a Permanency Plan exists for a child's placement, the QRTP Addendum will display nested under the Permanency Plan and can be accessed by clicking the ⊕ icon next to the associated Permanency Plan. If a Permanency Plan does not exist, the QRTP Addendum displays under Case/Permanency Plan.